

**ZACHARY MUNICIPAL FIRE AND POLICE
CIVIL SERVICE BOARD RULES**

Meeting Of The Board:

- SECTION 1: The board shall hold one regular meeting within each quarterly period of the calendar year, in the months of February, May, August, and November. The board shall hold such special meetings as may be called by the chairperson or as provided in Act 282 of 1964, herein after referred to as the Civil Service Act (Revised Statute 33:2531 and those that follow).
- SECTION 2: Unless otherwise provided in the notice for such meetings, all meetings shall be held at the Zachary Fire Department Training Room.
- SECTION 3: Notice of regular meetings shall be given by posting such notice in Police Department and Fire Department or at the building in which the meeting is to be held, not less than five (5) days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall state whether the meeting is regular or special, and shall include the date, time, place, and agenda of the meeting, provided that upon approval of two-thirds of the members present at a meeting of a public body, the public body may take up a matter not on the agenda.
- SECTION 4: Special meetings of the board will be held only upon call of the chairperson, or in such absence the vice-chairperson, or as provided by the Civil Service Act.
- SECTION 5: All board meetings shall be open to the public, except when the board meets in executive session as provided by Revised Statute 42:4.1, and those statutes that follow.
- SECTION 6: All board members must be notified not less than five (5) days preceding all regular board meetings. Special meetings may be held upon twenty-four (24) hour notice, as provided by law.
- SECTION 7: Four (4) members of the board must be present to constitute a quorum of the board. Concurring votes of three (3) members are necessary for a decision of all matters before the board.

RULE II

Subject Matter Of Meetings:

SECTION 1: At regular meetings of the board it shall consider all old and new business which may be brought to its attention in the manner hereinafter provided.

SECTION 2: At special meetings the board shall consider only those items of business for which the meeting was called, except by agreement of two-thirds (2/3) of the board members, other matters may be considered.

RULE III

Order Of Business:

SECTION 1: At regular meetings the order of business shall be as follows:

1. Reading of the minutes.
2. Special and general reports.
3. Decisions and orders on matters considered at previous hearings and meetings.
4. New business.

SECTION 2: At special meetings the order of business shall be as follows:

1. Reading of minutes.
2. Decisions and orders on matters considered at previous hearings and meetings.
3. Hearing of matters previously fixed for the special meeting.

RULE IV

Executive Sessions:

SECTION 1: The board, if required, will meet in executive session during regular or special meetings, by two-thirds (2/3) vote of those present when considering those matters which may be discussed under provisions of Revised Statute 42:6.1 (relative to exceptions to open meetings). Any voting on matters discussed in executive sessions will be conducted only upon return to the public meeting.

RULE V

Application for appeals and hearings:

SECTION 1: Any person authorized to appeal to the board

under the provisions of the Civil Service Act may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the board under the provisions of Section 2561 of the Civil Service Act shall be made only by regular employees in the classified service and shall be limited to matters involving discharge, corrective or disciplinary action and the application shall so state. All other requests for hearings shall set forth the section of the Civil Service Act under which the application is brought and shall contain a statement of the jurisdiction of the board. All applications for appeals and other hearings must be signed by the applicant or his counsel, if any, and must give the full name and post office address of the appellant and of his counsel. Written notice shall be filed with the chairperson of the board or the board official so designated to receive such applications.

SECTION 2: No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such written notice is given.

SECTION 3: The secretary of the board shall cause the date of filing to be noted on each notice of appeal and shall file said appeal on the appeals docket, giving the said appeal an appropriate title.

RULE VI

Procedure on appeals: (Revised Statute 33:2561)

SECTION 1: All hearings on appeals shall be open to the public.

SECTION 2: Parties shall have the right, but shall not be required to be represented by counsel. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 3: The rules of evidence as applied in civil trials before the courts of this state need not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board. The burden of

proof, as to the facts, shall be on the appointing authority except in those cases where the employee alleges discrimination based on political or religious beliefs, sex, or race.

SECTION 4: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts. The appointing authority shall be first to present evidence and testimony of the appellant.

SECTION 5: The board may, on request of any party or on its own motion, place witnesses other than effected parties under the rule of the board and thus exclude them from the hearing room.

SECTION 6: Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books and/or papers must apply for appropriate order, to the board, in writing at least eight (8) days before the time fixed for the hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena. A subpoena service fee of ten dollars (\$10.00) will be required for any additional subpoenas requested after the first four (4).

SECTION 7: The written rules, regulations, and procedures of the civil service board and the Civil Service Act will be the basis of all hearings and appeals.

RULE VII

Dismissal of appeals:

SECTION 1: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

RULE VIII

Transcripts of hearings:

SECTION 1: If any party to the hearing desires a permanent transcript of the hearing, the party shall furnish a court reporter for said purpose at their own expense. Where a court reporter is furnished, the first copy of the original of the transcript shall be filed with the board and

shall become part of the permanent record of any subsequent appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible and the board will issue a written finding of fact.

RULE IX

Other Hearings:

SECTION 1: All other hearings of the board shall be instituted and shall be conducted in accordance with the above and foregoing rules and Civil Service Act in general.

RULE X

Application for admission to test:

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with Section 2552 of the Civil Service Act. Test for entrance upon competitive employment list may be given as the needs of the service require as determined by the civil service board. Test for entry upon promotional employment list may be given as the needs of the service require and shall be given at least one time during each successive period of eighteen (18) months.

SECTION 2: Applications for admission to test on board approved forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as a permanent record of the board in accordance with Civil Service Act.

SECTION 3: Promotional and competitive employment lists shall be maintained by the board for eighteen (18) months.

SECTION 4: Admission to test shall be governed by provisions of Section 2553 of the Civil Service Act and qualification requirements of the classification plan. In the event of a demonstrated need for an eligibility list, the board may waive any

requirements in the classification plan in order to establish a qualified pool of applicants for testing. A demonstrated need is established when an active provisional appointment exists in the classification to be tested and it is anticipated that an adequate list cannot be established under existing rules.

SECTION 5: When results of any examination are furnished to the board by the State Examiner, the chairperson shall forthwith call the board for a special meeting for approval thereof. Employment lists shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

RULE XI

Distribution of board rules:

SECTION 1: One copy of the board rules shall be distributed to each board member, governing body one copy, Police Chief and Fire Chief one copy each, and police and fire station bulletin boards one copy each.

SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XII

Leaves of absence, Police & Fire:

SECTION 1: Leaves of absence are classified as follows:

1. Leave of absence with pay.
2. Leave of absence without pay.
3. Absence without leave and pay (AWOL) occurs when an employee does not receive permission to take time off and is in a non-approved and non-pay status. Any employee who is absent without leave and pay shall be subject to disciplinary action, up to and including termination.
4. Expiration of Leave. Any employee who fails to report for duty upon the expiration of any authorized leave will be considered to be absent without leave and pay and shall be subject to disciplinary action, up to and including termination.

SECTION 2: Annual Leave (Vacation):

A. Eligibility and Length of Annual Leave:

1. Employee must have been in the classified service of the City of Zachary for at least six (6) months.
2. Annual leave shall be kept on a calendar year basis.
3. Annual leave shall be calculated and earned on the following basis;
 - (a) One (1) week = forty(40) hours for all employees except employees who work twenty-four and one-half (24.5) hour shifts.
 - (b) One (1) week = seventy-three and one-half (73.5) hours for employees who work twenty-four and one-half (24.5) hour shifts.
4. The length of an employee's annual leave shall be determined by length of service with the City of Zachary in accordance with the provisions of the annual leave plan.
5. New employees shall be entitled to annual leave determined by the date of employment as follows:
 - (a) If placed on the payroll between January 1 and March 31, they shall be eligible for one (1) week of annual leave during the calendar year.
 - (b) If placed on the payroll between April 1 and September 30, they shall be eligible for two weeks of annual leave during the following calendar year.
 - (c) If placed on the payroll between October 1 and December 31, they shall be eligible for one and one-half weeks of annual leave during the following calendar year.
6. Following the calendar year in which the annual leave determined by employment date is taken, the employee shall be eligible for two (2) weeks annual leave during each successive calendar year up to five (5)

years of continuous service.

7. Employees who have five (5) or more years of continuous service shall be eligible for three (3) weeks of annual leave. The employee with four (4) years of continuous service shall be eligible for three (3) weeks annual leave on the date during the calendar year employee attains five (5) years of continuous service.
8. Employees who have ten (10) or more years of continuous service shall be eligible for four (4) weeks of annual leave. The employee with nine (9) years of continuous service shall be eligible for four (4) weeks on the date during the calendar year employee attains ten (10) years of continuous service.
9. Employees who have fifteen (15) or more years of continuous service shall be eligible for (5) weeks annual leave. The employee with fourteen (14) years of continuous service shall be eligible for (5) weeks annual leave on the date during the calendar year employee attains fifteen (15) years of continuous service.
10. Employees who have twenty (20) or more years of continuous service shall be eligible for six (6) weeks of annual leave. The employee with nineteen (19) years of continuous service shall be eligible for six (6) weeks annual leave on the date during the calendar year employee attains twenty (20) years of continuous service.
11. The appointing authority has the right to regulate the time at which any employee is granted annual leave as provided in Revised Statute 33:2557.

B. Taking Annual Leave

1. Annual leave must be applied for by the employee and may be used only when approved by the appointing authority or his delegated representative.
2. Employees may be granted annual leave in advance of credits but only to the extent

that the amount of advance leave will not exceed the credits that he has earned during that calendar year.

3. Upon termination of employment, the employee shall be paid for accumulated annual leave at the time of his termination of employment with the city. In the case of death of the employee, accumulated annual leave at the time of death shall be paid to the estate of or the beneficiary of the employee.
4. Any employee, except those who work twenty-four and one-half (24.5) hour shifts, with annual leave in excess of two hundred and forty (24) hours as of December 31, 2005, will have the excess hours frozen, and available for use at anytime in accordance with the rules of this subsection.

Effective January 1, 2006, the maximum amount of annual leave that may be carried over from year to year shall not exceed two hundred and forty (240) hours for any employee, except 24.5 hour shift employees along with any previously frozen hours not used, if applicable.

EXAMPLE: As of 12/31/05, an employee has 340 annual leave hours accumulated. 100 of those hours will be frozen as of 01/01/06. Each year thereafter, the employee may carry over a maximum of 240 annual leave hours plus the 100 frozen hours. At any time, the employee, at their request, may use or sell back the frozen hours in accordance with Civil Service rule 12.1.B.

5. Employees who work twenty-four and one-half (24.5) hour shifts with annual leave in excess of four hundred forty one (441) hours as of December 31, 2005.

Effective January 1, 2006, the maximum amount of annual leave that may be carried over from year to year shall not exceed four hundred and forty-one (441) hours for 24.5 hour shift employees, along with any previously frozen hours not used, if

applicable

- C. Employees on authorized leave of absence with pay prior to their retirement date, in accordance with Section 10.2.B.4., shall not earn annual leave during that period.
- D. Employees on authorized leave of absence without pay shall not earn annual leave during the period of their leave of absence but shall retain all annual leave accumulated prior to the time their leave commences.
- E. Transfers, promotions, or demotions shall in no way affect the status of earned annual leave except for employees who convert from twenty-four and one-half (24.5) hour shifts to eighty (80) hour shifts, or vice versa. The number of sick leave hours an employee has accrued is commensurate with that for eighty (80) hour in twenty-four and one-half (24.5) hour shift employees. A change of position from one shift schedule to the other shall result in a conversion of existing hours, prorated in direction of transfer, promotion, or demotion.
 - 1. The conversion shall be based on a ratio of forty (40) hours to seventy-three and one-half (73.5) hours.

SECTION 3: Sick leave

- A. Eligibility and Length of Sick Leave
 - 1. Employee must have been in classified service of the City of Zachary for at least six (6) months.
 - 2. Sick leave shall be kept on a calendar year basis.
 - 3. Sick Leave shall be calculated and earned on the following basis:
 - (a) Employees who work either forty (40) hour weekly or eighty(80) hour biweekly shifts with more than six (6) months but less than three (3) years of

continuous service shall receive eight (8) hours sick leave per month.

(b) Employees who work either forty (40) hour weekly or eighty (80) hour biweekly shifts with three or more years of continuous service shall received twelve (12) hours sick leave per month.

(c) Employees who work twenty-four and one-half (24.5) hour shifts with more than six (6) months but less than three (3) years of continuous service shall receive eighteen (18) hours of sick leave per month.

(d) Employees who work twenty-four and one-half (24.5) hour shifts with three (3) or more years of continuous service shall receive twenty-seven (27) hours of sick leave per month.

4. The Appointing Authority is encouraged to establish written policies necessary to monitor sick leave and to prevent abuse of this benefit, which may include the following: notification prior to duty when calling in sick, situations when doctor's excuses are required, and employee conduct while on sick leave.

5. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties her position and light duty within her classification is not available.

6. No cash payment may be made for accumulated sick leave.

B. Taking Sick Leave

1. An employee who takes sick leave shall report to his appointing authority or his delegated representative stating the cause of his absence and the amount of time to be off. If the amount of sick leave taken is in excess of three (3) consecutive days, a registered physician must certify to the

nature of the illness or injury and the necessity for absence. If there is a reasonable doubt as to the validity of an employee's claim for consecutive sick leave of three (3) days or less, the appointing authority or his delegated representative may require a statement from a registered physician or other acceptable proof that the employee was ill and unable to work. When it has been determined that an employee has charged an absence against sick leave, although no actual sickness occurred, the value of the absent time shall be deducted from the employee's annual leave or if annual leave is insufficient, deduction shall be made from the employee's pay. In addition, disciplinary action may be taken by the appointing authority.

2. The maximum amount of sick leave that can be carried over from year to year shall not exceed two thousand eight hundred and eighty (2,880) hours for employees who work either forty (40) hour weekly or eighty (80) hour biweekly shifts.
3. The maximum amount of sick leave that can be carried over from year to year shall not exceed six thousand four hundred and eighty (6,480) hours for employees who work twenty-four and one-half (24.5) hour shifts.
5. All accumulated sick leave shall be forfeited upon termination of employment with the City of Zachary under any and all conditions of termination. Employees shall not be paid for accumulated sick leave upon termination of employment except that employees who retire with at least ten (10) years of continuous service shall be considered on leave of absence with pay for a period of accumulated and unused sick leave prior to their retirement date. Said period not to exceed one-half ($\frac{1}{2}$) of the maximum amount of sick leave that may be accumulated in accordance with Section 12.2.B.2 and Section 12.2.B.3., i.e., one thousand four hundred and forty (1,440) hours for employees who work either forty (40) hour weekly or eighty (80) hour

biweekly shifts and three thousand two hundred and forty (3,240) hours for employees who work twenty-four and one-half (24.5) hour shifts.

6. Employees on authorized leave of absence with pay prior to their retirement date shall not earn sick leave during that period.
7. Employees on authorized leave of absence without pay shall not earn sick leave during the period of their leave of absence but shall retain all sick leave accumulated prior to the time their leave commences.
8. Transfers, promotions, or demotions shall in no way affect the status of earned sick leave, except for employees who convert from twenty-four and one-half (24.5) hour shifts to eighty (80) hour shifts or vice versa. The number of sick leave hours an employee has accrued in commensurate with that for eighty (80) hour or twenty-four and one-half (24.5) hour shift employees. A change of position from one shift schedule to the other shall result in a conversion of existing hours, prorated in direction of transfer, promotion or demotion.
 1. For employees with six (6) months but less than three (3) years of continuous service, the conversion shall be based on a ratio of eight (8) hours to eighteen (18) hours.
 2. For employees with three (3) or more years of continuous service, the conversion shall be based on a ratio of twelve (12) hours to twenty-seven (27) hours.

SECTION 4: Examinations

Each employee of the classified service shall be granted leave of absence with pay to take any local municipal fire and police civil service examination.

Provisional employees are granted leave of absence with pay to take a municipal fire and police civil service examination for the class that they hold

provisionally.

SECTION 5: City, District Court, or Civil Service Board Attendance and Military Leave with and without pay.

- A. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or board, when performing emergency or civilian duty in connection with civil defense, or for the purpose of serving as an election official in either a primary or general election. Duty as an election official must be approved in advance by the appointing authority or his delegated representative.
- B. Each department member of the civil service board shall be granted leave of absence with pay for the duration of any civil service board meeting which the employee representative attends, or for any time required to assist with civil service examinations, or other official business of the civil service board.
- C. An employee shall be authorized to take leave without loss of pay, time or annual leave on all days during which they are ordered to duty with troops or at field exercises, or for instruction required by membership of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens Military Training Corps, or the Civil Air Patrol, either as officers or enlisted personnel, for a maximum of fifteen (15) days, as provided by Louisiana Revised Statute 42:394. Each member of the classified service shall give such notice of ordered duty at least (30) days in advance to the chief of the department if known by him. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.
- D. Any member of the classified service called into the Armed Forces, will be carried on military leave without pay until he returns to duty. The employee is required to notify the chief of the department or the person designed by him to receive such notice and this board when he

receives such notice.

Any member of the classified service who is called into the Armed Forces will be allowed to take whatever annual leave to which he is entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service.

Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section 5. Should the employee have used all leave to which he is entitled (in Section 5), he shall be granted military leave without pay.

SECTION 6: Leave of Absence Without Pay.

A. Special Leave - Seniority

If an employee has exhausted all annual leave, he/she may apply and be granted special leave without pay up to thirty (30) days by the appointing authority when such leave would be in the departmental interest. Any special leave, with or without pay, exceeding thirty (30) days must first be approved by the civil service board and if approval is granted, the board will determine, at that time if departmental seniority is to be interrupted or continued.

B. Family - Medical Leave

Each full-time employee of the classified service after having served one (1) year, shall be entitled up to twelve (12) weeks of unpaid leave, without credit for departmental seniority when appropriate documentation is supplied to the Appointing Authority for those reasons provided by Public Law 103-3 (Family and Medical Leave Act of 1993).

C. When an employee does not return to work at the expiration of the period of leave without pay authorized herein, the employee shall be automatically considered as having resigned his position.

SECTION 7: Emergency Leave

- A. The appointing authority or his delegated representative may grant emergency leave due to the illness of a family member when such absence is necessary to eliminate a situation or hardship.

SECTION 8: Holidays

- A. Holidays for all employees in the classified service shall be as follows:
 - 1. New Year's Day - January 1
 - 2. Martin Luther King, Jr.'s Birthday - January 15
 - 3. Mardi Gras - Tuesday before Ash Wednesday
 - 4. Good Friday - Friday before Easter Sunday
 - 5. Memorial Day - May 31
 - 6. Independence Day - July 4
 - 7. Labor Day - 1st Monday in September
 - 8. Thanksgiving Day - 4th Thursday of November
 - 9. Christmas - December 25
 - 10. Rolling Holiday - to be designated by the Mayor
 - 11. Employee's Birthday
- B. The holidays named in the above Section 8, A. shall be known as regular designated holidays. A regular designated holiday falling on Sunday will be observed on the following Monday and a regular designated holiday falling on a Saturday will be observed on the preceding Friday except as follows:
 - 1. The police and fire departments in which employees are required to work the actual holiday as listed in Section 8, A. #1 through #9, shall, for purposes of computing holiday pay benefits, be paid on the actual date of traditional holiday.
- C. Birthdays and special holidays proclaimed by the

mayor and city council shall not be subject to the provisions of Section 8, B.

D. Birthday holidays shall be taken within thirty (30) days before or after the anniversary of the actual date of birth or it shall be forfeited.

E. Whenever, for the good of the service, the appointing authority or his delegated representative required that an employee work on a regular designated or special holiday (except birthday), the employee shall perform his duties on that day, but shall be entitled to time off in accordance with the Fair Labor Standards Act. (FLSA) or be paid double time for the actual hours worked in addition to his regular forty (40) hour weekly or eighty (80) hour biweekly pay, except as denoted below:

1. A police officer must work a full forty (40) hour weekly or eighty (80) hour biweekly shift to qualify for overtime holiday pay. If a holiday falls in the regular forty (40) hour weekly or eighty (80) hour biweekly shift of a police officer, then said officer shall be paid double time for the hours actually worked, up to a maximum of eight (8) hours, in addition to his forty (40) hour weekly or eighty (80) hour biweekly pay.

If a police officer has or will work his regular forty (40) hour weekly or eighty (80) hour biweekly shift, but does not work a scheduled shift on holiday, i.e., if holidays fall on one of the officer's regular days off, then the officer shall receive eight (8) hours straight time pay in addition to his regular forty (40) hour weekly or eighty (80) hour biweekly pay.

2. A police officer who is scheduled to work on a holiday and is off on leave of any kind, except leave without pay, shall receive eight (8) hours straight time pay in addition to his regular forty (40) hour weekly or eighty (80) hour biweekly pay.

3. A firefighter/operator must work all scheduled shifts within the pay period to qualify for overtime holiday pay. If a holiday falls on a regularly scheduled shift

of a firefighter/operator, then said firefighter/operator shall be paid double time for hours actually worked, up to a maximum of eight (8) period. If a firefighter/operator has or will work all scheduled shifts within the pay period, but does not work a regularly scheduled shift on holiday, then said firefighter/operator shall receive eight (8) hours straight time pay in addition to his regular pay for that pay period. Said pay for firefighter/operator to be calculated on a basis of 121.67 annual shifts.

SECTION 9: Funeral Leave

A leave of absence with pay shall be granted for funerals of immediate relatives of employees. "Immediate Relative" will include mother, father, mother-in-law, father-in-law, husband, wife, son, daughter, brother, sister, aunt, uncle, grandparents, grandchild, brother-in-law, and sister-in-law.

SECTION 10: Leave for Specialized Disaster Service Volunteer

- A. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulations, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
- B. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

SECTION 11: Administrative Leave

- A. The Appointing Authority may grant administrative

leave with pay for periods not to exceed sixty (60) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may be otherwise required under department policies and procedures. This period may not be extended under R.S.33:2186 and R.S.33:2531.1.B(7). At the end of the sixty (60) day period, or of its lawful extension, or at the completion of the investigation, whichever occurs first, administrative leave shall be terminated.

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